APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Stone Mountain Memorial Association Stone Mountain Inn and Restaurant P.O. Box 775 Stone Mountain, Ga. 30086	Application Number **78-158**
Application Number		Date Received **JUL 2 7 1978** Date Completed **AUG 1 0 1978**

2. Person to Contact	Working Title	Telephone Number
John Cape	Bookkeeper	469-3311 ext. 164

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series		5. Records Series Title *(followed by title used in office; if different)*
Earliest	Latest	
1971	To Date	Guest Folio Sheet Files (Guest Folio)

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Stone Mountain Inn and Restaurant provides lodging accommodations, meals, entertainment, and various personal services to the public. Meals are served to resident guests of the Inn and the general public, singly or in groups, and also for conventions, banquets and receptions. The Restaurant also caters for private parties held in the Park, but not in the Inn itself.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: recording charges incurred by guests during their stay at the Stone Mountain Inn.

Included are: "Guest Folio Sheet" (yellow copy), which lists guest name, address, date arriving, date of departure, description of charge, amount of charge or credit, and balance of account. Also listed is guest's signature if the bill is being charged to another party.

File is arranged: numerically by folio sheet number.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old ___20___; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older_____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers ___3___; Shelves _____; Other *(specify)* _____

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YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized in Inn/Restaurant Daily Financial Audit Reports
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law	0 years.	d. Audit period — 1 years.
b. Statute of limitation	0 years.	e. Administrative need — 1 years.
c. Federal law	0 years.	f. Federal retention instructions — 0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retention will satisfy audit and administrative reference requirement.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other __Quarter__ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☒ Transfer to local holding area, hold ___1___ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Harry W. Bundle	July 24, 1978	A. Miller	7-24-78

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
	State Auditor/Designee	[signature]	8-8-78
	Secretary of State/Designee	Candell Hart	8-4-78
	Attorney General/Designee	M. M. Shell	8-9-78

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